

## **2021 ELECTIONS CALENDAR**

### **DECEMBER 2021**

#### **December 21 (Tuesday)**

Clerks- First day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (70 days before town meeting). 17 V.S.A. 2641(a), 2645(a)(3) and (6)

#### **December 31 (Friday)**

BCA- Last day (60 days before town meeting) in towns using Australian ballot for the BCA to vote to use a vote tabulator for town meeting if one is not currently used. 17 V.S.A. 2491(a)

Clerks- Last day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (60 days before town meeting). 17 V.S.A. 2641(a), 2645(a)(3) and (6)

### **END 2021**

### **JANUARY 2022**

#### **January 13 (Thursday)**

Clerks and Voters- Last day for voters to file a petition with the town clerk to have an article appear on the ballot. 17 V.S.A. 2642(a)(3)(A) (47 days prior to town meeting). Petition must contain signatures from at least 5% of registered voters in the municipality.

#### **January 14 (Friday)**

Clerks- If petitions turned in do not conform to statute, clerks must notify the petitioners in writing within 24 hours why the petition does not conform. Petitioners must return supplementary petitions within 48 hours of being notified by the clerk. 17 V.S.A. 2642(a)(3)(A)

#### **January 17 (Monday)**

Clerks- Drop box installation must be complete if the BCA has voted to do so. (Not later than 43 days prior to an election). 17 V.S.A. 2543a

### **January 20 (Thursday)**

Clerks- First day a clerk may post warnings for town meeting (40 days prior to the election). The warning shall also be posted on the municipality's website if it is regularly updated. 17 V.S.A. 2641(a)

Clerks- Official copy of proposed charter amendments must be filed in town clerk's office by this date if vote is to be taken on town meeting day (10 days before first public hearing). 17 V.S.A. 2645(a)(2)

BCA- Last day to designate polling places for town meeting day (40 days prior to the warning). 17 V.S.A. 2501(a)

BCA- Last day for board of civil authority to, if necessary, divide the checklist according to geographic boundaries. 17 V.S.A. 2501(a). The BCA is required to divide the checklist "If the questions and candidates to be voted upon are not identical for all voters in the town, so that different ballots will be used depending on where a voter lives". 17 V.S.A. 2501(a)

### **January 24 (Monday)**

Candidates- In Australian ballot towns, petition and consent of candidate forms for town offices must be filed with the municipal clerk no later than 5:00 p.m. (sixth Monday before the election). 17 V.S.A. 2681(a)(3)

Clerks- Last day that a candidate seeking office can register to vote to have their name printed on the ballot. The candidate should register before submitting their petition. 17 V.S.A. 2681(a)(B)

### **January 26 (Wednesday)**

Candidates- In Australian ballot towns, a candidate may withdraw by notifying the municipal clerk in writing no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. 2681(d)

Clerks- Deadline (5 p.m.) for candidates for town office to file supplementary petitions if initial petition was found not to conform. 17 V.S.A. 2681(e)

### **January 30 (Sunday)**

Clerks- This is the last day that the warning and notice for town meeting may be posted (30 days before the election). The warning shall also be posted on the municipality's website if it is regularly updated. 17 V.S.A. 2521(a) and 2641(a)

Clerks- Checklist must be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with population over 5,000. In towns with a population of less than 5,000, the checklist must only be posted in one place in addition to the clerk's office. 17 V.S.A. 2141, 2521(a)

Clerks- Notice to voters of defective ballots commences (30 days prior to an election). Upon receipt, clerks must open the outer mailing envelope and determine whether an early ballot is defective within 3

business days or on the next day the office is open for business, whichever is later. If a ballot is deemed defective, the voter must be notified no later than the next business day. 17 V.S.A. 2546(a)

Clerks- Early voter ballot processing may commence if board of civil authority voted to allow early deposit of ballots into tabulator or ballot box. If conducting early voter ballot processing at a time other than normal business hours, notice of the date(s), time(s), and location of the ballot processing must be posted in or near the clerk's office and at two other public places at least three days in advance. 17 V.S.A. 2546a(b)

Clerks- Last day to hold first public hearing on charter amendments if article is to be voted at town meeting. First public hearing shall be at least 30 days before the meeting. 17 V.S.A. 2645(a)(3)

Clerks- Last day to submit a list of polling places to the Secretary of State (at least 30 days prior to town meeting). 17 V.S.A. 2502(c)(1)

Candidates- Local candidates who have spent or raised \$500 or more must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 30 days prior to the election. 17 V.S.A. 2968(a), 17 V.S.A. 2103(13)

Political Parties and Political Action Committees (PACs)- Parties and PACs that have raised or spent over \$1,000 for a local election must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 30 days prior to the election. 17 V.S.A. 2964(b)(1)

Public Question Spending- Any formal or informal committee of two or more individuals (including a corporation, labor organization, public interest group, or other entity) which makes expenditures of \$1,000 or more during the local election cycle to advocate a position on a public question must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 30 days prior to the election. 17 V.S.A. 2970(a), 17 V.S.A. 2103(13)

## **FEBRUARY 2022**

### **February 9 (Wednesday)**

Clerks- In Australian ballot towns, ballots for local officers and local public questions shall be prepared by the town clerk and available not later than 20 days before the election. 17 V.S.A. 2681a(a)

Clerks and BCA- In Australian ballot towns, ill or physically disabled voters who have requested absentee ballots may be delivered ballots as soon as ballots are ready. Members of the BCA, or the town clerk if designated by the BCA, may appoint BCA members of opposite parties to deliver the ballots. 17 V.S.A. 2538

Clerks- First day to post a warning at least 10 days prior to a public informational hearing on any issues voted by Australian ballot (hearing must take place at least 10 days prior to the election). The legislative

body is responsible for the administration of the informational hearing and the preparation of minutes. 17 V.S.A. 2680(g)

Clerks- Last day to mail ballots to all voters if legislative body has voted to do so, in accordance with 17 V.S.A. 2680(g). Ballot mailing should commence as soon as ballots are ready.

### **February 18 (Friday)**

Clerks- In Australian ballot towns, last day (10 days prior to the day preceding the election) to post warning for public informational hearing on public question to be voted by Australian ballot at a town meeting. The warning must be posted in at least two public places within the municipality and in the town clerk's office. The legislative body is responsible for the administration of the informational hearing and the preparation of minutes. 17 V.S.A. 2680(g)

### **February 19 (Saturday)**

Legislative Body- In Australian ballot towns, first day to hold a public informational hearing on any public questions to be voted by Australian ballot at town meeting. The hearing must be held within 10 days before town meeting and must be warned at least 10 days in advance of the hearing. 17 V.S.A. 2680(g)

Clerks- Last day to post sample ballots (for the municipal election) in the same places as the warning, notice, and checklist (not less than 10 days prior to town meeting). 17 V.S.A. 2522(a)

Clerks and Auditors- Must distribute town meeting warning in annual town report (at least 10 days prior to town meeting) or other written form by this date to all postal patrons in the municipality to avoid publishing warning in newspaper (if publishing in the newspaper that must happen at least 5 days before town meeting). 24 V.S.A. 1682, 17 V.S.A. 2641(b)

Clerks- Vote tabulators must be tested using official ballots that are clearly marked "test ballots" (at least 10 days before the election). 17 V.S.A. 2493(b)

Candidates- Local candidates who have spent or raised \$500 or more must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 10 days prior to the election. 17 V.S.A. 2968(a), 17 V.S.A. 2103(13)

Political Parties and Political Action Committees (PACs)- Parties and PACs that have raised or spent over \$1,000 for a local election must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 10 days prior to the election. 17 V.S.A. 2964(b)(1)

Public Question Spending- Any formal or informal committee of two or more individuals (including a corporation, labor organization, public interest group, or other entity) which makes expenditures of \$1,000 or more during the local election cycle to advocate a position on a public question must file a campaign finance report using the Campaign Finance Information System at

<https://campaignfinance.vermont.gov/> 10 days prior to the election. 17 V.S.A. 2970(a), 17 V.S.A. 2103(13)

### **February 22 (Tuesday)**

Clerks (Australian ballot towns)- Must make a reasonable effort to notify voters of defective ballots, but no longer required to mail notice to voters (starting 5 business days prior to the election). Must record defective status in VEMS within 24 hours. 17 V.S.A. 2546(b)

### **February 24 (Thursday)**

Clerks- Town meeting warning must be published in newspaper by this date if warning has not been published in the Town Report or otherwise distributed (at least five days before the meeting). 17 V.S.A. 2641(b)

Clerks and BCA- Last day for town clerk to forward to the board of civil authority a list of voters added to the checklist (at least five days before town meeting). 17 V.S.A. 2144b(d)

### **February 25 (Friday)**

Candidates- Local candidates who have spent or raised \$500 or more must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 4 days prior to the election. 17 V.S.A. 2968(a), 17 V.S.A. 2103(13)

Political Parties and Political Action Committees (PACs)- Parties and PACs that have raised or spent over \$1,000 for a local election must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 4 days prior to the election. 17 V.S.A. 2964(b)(1)

Public Question Spending- Any formal or informal committee of two or more individuals (including a corporation, labor organization, public interest group, or other entity) which makes expenditures of \$1,000 or more during the local election cycle to advocate a position on a public question must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 4 days prior to the election. 17 V.S.A. 2970(a), 17 V.S.A. 2103(13)

### **February 26 (Saturday)**

Clerks- Last day to designate pairs of justices of the peace to deliver ballots to ill or physically disabled voters (at least 3 days prior to the election). 17 V.S.A. 2538(a)(2)

### **February 28 (Monday)**

Clerks and Voters- Voters, family members, authorized persons or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on this day.

17 V.S.A. 2531(a). If the clerk does not have office hours on the day before the election, then absentee requests may be filed until the closing of the clerk's office on the last day the office has hours prior to the election. 17 V.S.A. 2531(a) and 2532(a).

Clerks- Make a list of all early or absentee voters available upon request at their office. 17 V.S.A. 2534

BCA- Board of civil authority must appoint a presiding officer if the town clerk or other regular presiding officer is unable to preside at the Australian ballot portion of town meeting or if more than one polling place is used. 17 V.S.A. 2452

BCA- At any time prior to the day of the election, the board of civil authority must appoint a sufficient number of voters to serve as assistant election officers for town meeting. 17 V.S.A. 2454

Clerks- The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. 2523(a)

Clerks- The presiding officer shall make sure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on Election Day. 17 V.S.A. 2523(b)

Clerks and Legislative Body- Last day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting. 17 V.S.A. 2680(g)

## **MARCH 2022**

### **March 1 (Tuesday) TOWN MEETING**

Voters- A meeting of the legal voters of each town shall be held annually on the first Tuesday in March unless the town charter changes the date, or the voters have voted to begin on one of the three days preceding the Tuesday. 17 V.S.A. 2640(a) and (b)

Clerks- A list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. 2534

Voters – Last day to register to vote to participate in town meeting in your town if qualified. 17 V.S.A. 2121

Clerks- In Australian ballot towns, all early voter absentee ballots returned in the following manner before the polls close on election day must be counted: by any means to the clerk's office before the close of business on the day preceding the election; by being dropped in a secure ballot drop box before the close of business on day before election; by mail to the clerk's office before the close of the polls on the day of the election; and by hand delivery to the presiding officer at the voter's polling place before 7 p.m.

### **March 6 (Sunday)**

Candidates- Last day for a candidate in a tied race to withdraw (within 5 days of the election). The other candidate shall be declared the winner by the clerk and there shall not be a run-off election. 17 V.S.A. 2682b

### **March 8 (Tuesday)**

Clerks- Last day to warn a run-off election if there was a tie vote for any Australian ballot race at town meeting (within seven days after election). 17 V.S.A. 2682b. The election must be held not less than 15 days nor more than 22 days after the warning is posted.

### **March 11 (Friday)**

Candidates and Clerks- Last day for a losing candidate for local office in a municipality using the Australian ballot system of voting to request a recount (within 10 days after the election). 17 V.S.A. 2683(a)

Voters- Deadline for a voter to file a request for a recount with the town clerk of any public question voted by Australian ballot (within 10 days after the election). 17 V.S.A. 2688

Clerks- Last day for town clerk to certify to the Secretary of State each proposal of a charter or charter amendment showing the facts as to its origin and the procedure followed. 17 V.S.A. 2663, 2645(b)

### **March 15 (Tuesday)**

**(local)** Candidates- Local candidates who have spent or raised \$500 or more must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 14 days after the election. 17 V.S.A. 2968(a). Candidates must file a final report within 40 days of the election (the report due two weeks after the election may be the candidate's final report but the report must be so marked by the candidate) 17 V.S.A. 2968(b)

**(local)** Political Parties and Political Action Committees (PACs)- Parties and PACs that have raised or spent over \$1,000 for a local election must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 14 days after the election. 17 V.S.A. 2964(b)(1)

**(local)** Public Question Spending- Any formal or informal committee of two or more individuals (including a corporation, labor organization, public interest group, or other entity) which makes expenditures of \$1,000 or more during the local election cycle to advocate a position on a public question must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 14 days after the election. 17 V.S.A. 2970(a)

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> . 17 V.S.A. 2964 (a)(1)(A)

### **March 16 (Wednesday)**

Voters- Last day that a legal voter may contest the (town meeting) election (within 15 days after the election). Complaint must be filed with the county superior court. 17 V.S.A. 2603(c)

Clerks- First day a run-off election may be held (15 days after the warning of the run-off election). 17 V.S.A. 2682b

### **March 23 (Wednesday)**

Clerks- Last day a run-off election may be held (22 days after warning; warning within seven days after election). 17 V.S.A. 2682b

### **March 31 (Thursday)**

Voters- Last day for voters to file petitions with town clerk for reconsideration or rescission of articles voted on at town meeting (within 30 days of the meeting). 17 V.S.A. 2661(b)

## **APRIL 2022**

### **April 10 (Sunday)**

Candidates- Local candidates who have spent or raised \$500 or more must file a final report liquidating all funds within 40 days of the election using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 17 V.S.A. 2968(b)

### **April 25 (Monday)**

Major party candidates for August primary- First day to file petitions and consent forms for candidates who wish to be on the ballot for a major party primary. 17 V.S.A. 2356. Candidates for non-federal statewide office and the general assembly must also file their Financial Disclosure form with the officer with whom the consent of candidate form is filed. 17 V.S.A. 2414(a) Statewide candidates must also file their most recent IRS 1040 form. 17 V.S.A. 2414(c)

Independent candidates for November General Election (including presidential candidates)- First day petitions and consent forms can be filed for the November General Election. 17 V.S.A. 2402(d). Candidates for non-federal statewide office and general assembly must also file their Financial



Disclosure form with the officer with whom the consent of candidate form is filed. 17 V.S.A. 2414(a)  
Non-federal statewide candidates must also file their most recent IRS 1040 form. 17 V.S.A. 2414(c)

Minor party candidates for November General Election- First day to file party nomination and consent of candidate forms (no sooner than the fourth Monday in April). 17 V.S.A. 2386(c)(1) Candidates for non-federal statewide office and general assembly must also file their Financial Disclosure form with the officer with whom the consent of candidate form is filed. 17 V.S.A. 2414(a) Statewide candidates must also file their most recent IRS 1040 form. 17 V.S.A. 2414(c)

Justice of the Peace – First day for major and minor parties to file nominations made by the town party committee in the town clerk's office. 17 V.S.A. 2413

Independent Justice of the Peace – First day for candidates to file petitions and consent of candidate form with the town clerk. 17 V.S.A. 2402(d)(B)

### **April 30 (Saturday)**

Clerks- Last day to enter participation for 2022 Town Meeting (within 60 days of the election). 17 V.S.A. 2593

### **May 26 (Thursday)**

Major party candidates for August primary- Last day primary petitions and consent form for candidates who wish to be on the ballot for a major party primary 17 V.S.A. 2356. Must be filed by 5:00 p.m. Candidates for non-federal statewide office and general assembly must also file the Ethics Disclosure form with the officer with whom the consent of candidate form is filed. 17 V.S.A. 2414(a) Statewide candidates must also file their most recent IRS 1040 form. 17 V.S.A. 2414(c)

### **May 29 (Sunday)**

Clerks- Last day for town and county clerks to notify the Secretary of State of the names of all candidates, offices for which they have filed, and whether the petition conforms to statutory requirements (correct number of signatures) (within three days after the last day for filing petitions). 17 V.S.A. 2359 All clerks will data enter candidates into VEMS.

Clerks- Last day for clerks to return non-conforming petitions (within 72 hours of receipt of petition) to candidates with written statement why it cannot be accepted and requesting supplemental petitions by June 10 (not later than 10 days after the date for filing petitions). 17 V.S.A. 2358(a) and (b)

### **May 30 (Monday)**

Clerks- Last day to hold a reconsideration or rescission vote of a question voted at town meeting. 17 V.S.A. 2661(b)

**May 31 (Tuesday)**

Clerks- In towns using Australian ballot, town clerk may open and destroy town meeting ballots and tally sheets, except as otherwise provided by law (90 days after town meeting election). 17 V.S.A. 2590(d)

**JUNE 2022**

**June 6 (Monday)**

Clerks and Candidates- By 5:00 p.m., supplementary petitions originally rejected by the town or county clerks must be filed with the appropriate filing officer to qualify for the primary (not later than 10 days after the date for filing petitions). The petitions will again be subject to review in the same manner as the original submission. 17 V.S.A. 2358(a) and (b), 2103(13)

**June 8 (Wednesday)**

Clerks- Last day for officials who have received supplementary petitions from candidates to notify the Secretary of State with the status of such petition (not later than two days after the last day for filing supplementary petitions). 17 V.S.A. 2359. If the petition is accepted enter the candidate into VEMS.

**June 25 (Saturday)**

Clerks- Clerks will receive primary ballots (not later than 45 days before the election). Clerks should store the ballots, except those used for sample ballots and early or absentee ballots, in a secure location until the date of the election. 17 V.S.A. 2479. All absentee ballot requests received from military & overseas voters must be sent on this date or on the date that the request is received.

Clerks and BCA- Voters who have requested in-home delivery of ballots may have the ballots delivered as soon as ballots are ready. Members of the BCA, or the town clerk if designated by the BCA, may appoint BCA members of opposite parties to deliver the ballots. 17 V.S.A. 2538

**June 27 (Monday)**

Clerks- Drop box installation must be complete if the BCA has voted to do so. (Not later than 43 days prior to an election). 17 V.S.A. 2543a

**JULY 2022**

**July 1 (Friday)**

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> . 17 V.S.A. 2964 (a)(1)(A)

### **July 10 (Sunday)**

Clerks- Last day to post warning for the statewide primary (No later than 30 days prior). 17 V.S.A. 2521(a). The warning and notice need to be posted in at least two public places and in or near the town clerk's office.

Clerks- Checklist must be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with population over 5,000. In towns with a population of less than 5,000, the checklist must only be posted in one place in addition to the clerk's office. 17 V.S.A. 2141, 2521(a)

Clerks- Notice to voters of defective ballots commences (30 days prior to an election). Upon receipt, clerks must open the outer mailing envelope and determine whether an early ballot is defective within 3 business days or on the next day the office is open for business, whichever is later. If a ballot is deemed defective, the voter must be notified no later than the next business day. 17 V.S.A. 2546(a)

Clerks- Early voter ballot processing may commence if board of civil authority voted to allow early deposit of ballots into tabulator or ballot box. If conducting early voter ballot processing at a time other than normal business hours, notice of the date(s), time(s), and location of the ballot processing must be posted in or near the clerk's office and at two other public places at least three days in advance. 17 V.S.A. 2546a(b)

### **July 30 (Saturday)**

Clerks- Voting machines must be tested using official ballots that are clearly marked "test ballots" (at least 10 days before the election). 17 V.S.A. 2493(b)

## **AUGUST 2022**

### **August 1 (Monday)**

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> . 17 V.S.A. 2964 (a)(1)(A)

### **August 2 (Tuesday)**

Clerks- Must make a reasonable effort to notify voters of defective ballots, but no longer required to mail notice to voters (starting 5 business days prior to the election). Must record defective status in VEMS within 24 hours. 17 V.S.A. 2546(b)

### **August 4 (Thursday)**

Independent candidates for statewide office, general assembly, and county offices- Last day to turn in petition and consent forms to appear on the ballot in the November general election (5:00 p.m. the Thursday prior to the primary at the Secretary of State's Office). 17 V.S.A. 2402(d)(1)(B) Candidates for non-federal statewide office and general assembly must also file the Ethics Disclosure form with the officer with whom the consent of candidate form is filed. 17 V.S.A. 2414(a) Non-federal statewide candidates must also file their most recent IRS 1040 form. 17 V.S.A. 2414(c)

Minor party candidates for November general election- Last day to file party nomination and consent of candidate forms (no sooner than the fourth Monday in April). 17 V.S.A. 2386(c)(1) Must be filed by 5:00 p.m. at the Secretary of State's Office. Candidates for non-federal statewide office and general assembly must also file the Ethics Disclosure form with the officer with whom the consent of candidate form is filed. 17 V.S.A. 2414(a) Statewide candidates must also file their most recent IRS 1040 form. 17 V.S.A. 2414(c)

### **August 6 (Saturday)**

BCA- Last day for the board of civil authority to designate pairs of justices of the peace, assuring political balance, to deliver early or absentee ballots to ill and physically disabled voters (at least three days prior to the election.) 17 V.S.A. 2538(a)

### **August 8 (Monday)**

Clerks and Voters- Voters, family members, authorized persons or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on this day. 17 V.S.A. 2531(a). If the clerk does not have office hours on the day before the election, then absentee requests may be filed until the closing of the clerk's office on the last day the office has hours prior to the election. 17 V.S.A. 2531(a)(2).

Clerks - Make a list of all early or absentee voters available upon request at their office. 17 V.S.A. 2534

BCA- At any time prior to the day of the election, the board of civil authority must appoint a sufficient number of voters to serve as assistant election officers. 17 V.S.A. 2454

Clerks- The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open. 17 V.S.A. 2523(a)

Clerks- The presiding officer shall make sure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open. 17 V.S.A. 2523(b)

### **August 9 (Tuesday)**

## **STATEWIDE PRIMARY ELECTION DAY**

A primary election shall be held on the second Tuesday in August in each even numbered year for the nomination of candidates of major political parties for all offices to be voted for at the succeeding general election, except candidates for president and vice president of the United States, their electors, and justices of the peace. 17 V.S.A. 2351

Clerks- All polling places may open no earlier than 5:00 a.m. and no later than 10:00 a.m. and must close at 7:00 p.m. 17 V.S.A. 2561

Clerks- Must make a list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. 2534

Clerks – Must enter unofficial election night results into VEMS on the night of the election. 17 V.S.A. 2588(c)(1). This only requires entry of vote totals for the candidates named on the ballot and does not require reporting of individual write-in vote totals. Please contact the Elections Division on the night of the election if you are unable to enter your results in VEMS. Your Official Return of Votes must then be entered into VEMS no later than 48 hours following the election.

### **August 10 (Wednesday)**

Representative district canvassing committees for single town districts meet at 10:00 a.m. to tally returns. 17 V.S.A. 2368

### **August 11 (Thursday)**

Clerks- Official return of votes must be filed by today (48 Hours after the election). 17 V.S.A. 2588(6)(C)

### **August 12 (Friday)**

Representative district canvassing committees in multi-town districts, and canvassing committees for state senator and county offices meet at 10:00 a.m. to tally returns (three days after the primary election). 17 V.S.A. 2368

Major party JP candidates- Last day for town party chair to file statements of nomination for justice of the peace candidates nominated by party caucus or by town party committee with the Town Clerk (not later than 5:00 p.m. on the third day after the primary election). 17 V.S.A. 2413(e)

Independent JP candidates- Last day to file petition and consent for independent nominations for justice of the peace candidates (not later than 5:00 p.m. on the third day after the primary election). 17 V.S.A. 2413(e)

**August 16 (Tuesday)**  
**Bennington Battle Day- Election Office Open**

Canvassing committees for statewide and congressional offices meet at 10:00 a.m. to tally returns (one week after the primary). 17 V.S.A. 2368

Last day for a candidate to file a petition for a recount in Superior Court (within 7 calendar days after the election). 17 V.S.A. 2602(b)(1)

**August 19 (Friday)**

Last day for validly nominated candidates to withdraw their names from the ballot by filing a written notice with the town clerk in the case of a justice of the peace, or with the Secretary of State in the case of all other offices by 5:00 p.m. (10 days following the primary). 17 V.S.A. 2412(a)(1)

Last day for political party committee to nominate a candidate in the case of a tie vote in the primary. 17 V.S.A. 2369(b)(1). Notice of meeting must be provided 5 days prior to the meeting

**August 24 (Wednesday)**

Last day that a legal voter may contest the results of the primary election (within 15 days after the election). 17 V.S.A. 2603(c)

**SEPTEMBER 2022**

**September 1 (Thursday)**

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> . 17 V.S.A. 2964 (a)(1)(A)

### **September 24 (Saturday)**

Clerks- Town clerks must receive general election ballots (not later than 45 days before the election). Clerks should store the ballots, except those used for sample ballots and early or absentee ballots, in a secure location until the date of the election. 17 V.S.A. 2479. All absentee ballot requests received from military & overseas voters must be sent on this date or on the date that the request is received.

Clerks and BCA- Absentee ballots for ill or physically disabled voters may be delivered as soon as ballots are ready. Members of the BCA, or the town clerk if designated by the BCA, may appoint BCA members of opposite parties to perform home-delivery of ballots. 17 V.S.A. 2538

### **September 26 (Monday)**

Clerks and Voters- Mailing of ballots to all active voters will begin no later than this day (at least 43 day prior to the general election). 17 V.S.A. 2357a.

Clerks- Drop box installation must be complete if the BCA has voted to do so. (Not later than 43 days prior to an election). 17 V.S.A. 2543a

### **September 29 (Thursday)**

Clerks- Last day for clerks to request additional ballots for the general election, due to unusual growth of the checklist (40 days prior to the election). 17 V.S.A. 2478(d)

BCA- Last day for the board of civil authority to divide the checklist for the general election (at least 40 days prior to the election). 17 V.S.A. 2501(a)

## **OCTOBER 2022**

### **October 1 (Saturday)**

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> . 17 V.S.A. 2964 (a)(1)(A)

### **October 8 (Saturday)**

Clerks- Must enter voter participation from the statewide primary by this date (within 60 days of after an election) 17 V.S.A. 2593

### **October 9 (Sunday)**

Clerks- Notice to voters of defective ballots commences (30 days prior to an election). Upon receipt, clerks must open the outer mailing envelope and determine whether an early ballot is defective within 3 business days or on the next day the office is open for business, whichever is later. If a ballot is deemed defective, the voter must be notified no later than the next business day. 17 V.S.A. 2546(a)

Clerks- Early voter ballot processing may commence if board of civil authority voted to allow early deposit of ballots into tabulator or ballot box. If conducting early voter ballot processing at a time other than normal business hours, notice of the date(s), time(s), and location of the ballot processing must be posted in or near the clerk's office and at two other public places at least three days in advance. 17 V.S.A. 2546a(b)

Clerks- Last day to post the warning and notice for the general election (30 days before the election). 17 V.S.A. 2521(a) The checklist must also be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with over 5,000 population. In towns with less than 5,000 population, the checklist must only be posted one place in addition to the clerk's office. 17 V.S.A. 2141, 2521(a). In towns that divide their checklist, that portion of the checklist that applies to the district should be posted.

### **October 15 (Saturday)**

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> . 17 V.S.A. 2964 (a)(1)(A)



### **October 19 (Wednesday)**

Clerks- Last day (20 days prior to the election) for clerks to post sample ballots for the general election in at least two public places in town and in or near the clerk's office. 17 V.S.A. 2522(a)

### **October 29 (Saturday)**

Clerks- Voting machines must be tested using official ballots that are clearly marked "test ballots" (at least 10 days before the election). 17 V.S.A. 2493(b)

## **NOVEMBER 2022**

### **November 1 (Tuesday)**

Clerks- Must make a reasonable effort to notify voters of defective ballots, but no longer required to mail notice to voters (starting 5 business days prior to the election). Must record defective status in VEMS within 24 hours. 17 V.S.A. 2546(b)

### **November 4 (Friday)**

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

### **November 5 (Saturday)**

BCA- Last day for the board of civil authority to designate pairs of justices of the peace, assuring political balance, to deliver early or absentee ballots to ill and physically disabled voters. (at least three days prior to the election.) 17 V.S.A. 2538(a)

### **November 7 (Monday)**

Clerks and Voters- Voters, family members, authorized persons or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on this day. 17 V.S.A. 2531(a). If the clerk does not have office hours on the day before the election, then absentee requests may be filed until the closing of the clerk's office on the last day the office has

hours prior to the election. 17 V.S.A. 2531(a)(2).

Clerks - Make a list of all early or absentee voters available upon request at their office. 17 V.S.A. 2534

BCA- At any time prior to the day of the election, the board of civil authority must appoint a sufficient number of voters to serve as assistant election officers. 17 V.S.A. 2454

Clerks- The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open. 17 V.S.A. 2523(a)

Clerks- The presiding officer shall make sure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open. 17 V.S.A. 2523(b)

### **November 8 (Tuesday) GENERAL ELECTION DAY**

General election is held on the first Tuesday after the first Monday in November, in even numbered years. 17 V.S.A. 2103(15)

Clerks- All polling places may open no earlier than 5 a.m. and no later than 10 a.m. and must close at 7:00 p.m. 17 V.S.A. 2561

Clerks- Must make a list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. 2534

Clerks –Must enter unofficial election night results into VEMS on the night of the election. 17 V.S.A. 2588(c)(1). This only requires entry of vote totals for the candidates named on the ballot and does not require reporting of individual write-in vote totals. Please contact the Elections Division on the night of the election if you are unable to enter your results in VEMS. Your Official Return of Votes must then be entered into VEMS no later than 48 hours following the election.

### **November 10 (Thursday)**

Clerks- Official return of votes must be filed by today (48 Hours after the election). 17 V.S.A. 2588(6)(C)

### **November 15 (Tuesday)**

At 10:00 a.m. all canvassing committees (statewide, county, senatorial, and representative) must meet to tally returns. 17 V.S.A. 2592(g) and (h) The committee shall prepare certificates of election and send or deliver these to the candidates elected, except the statewide committee shall prepare the certificates but not sign them. Each canvassing committee shall also file a canvassing report of its findings with the Secretary of State. 17 V.S.A. 2592(m)

Last day for a candidate to file a petition for a recount in Superior Court (within 7 calendar days of the election). 17 V.S.A. 2602(b)(1)

### **November 18 (Friday)**

Candidates- Last day for candidates who did NOT spend or raise \$500 or more to file a certification with the Secretary of State certifying they did not spend or raise \$500 during the two-year election cycle. 17 V.S.A. 2966

### **November 22 (Tuesday)**

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

### **November 23 (Wednesday)**

Last day a legal voter may contest the results of the general election, except for the election of members of the General Assembly (within 15 days after the election). 17 V.S.A. 2603(c)

### **November 28 (Monday)**

Last day for a candidate for State Representative or 25 voters; or a candidate for State Senate or 100 voters, to challenge the election of a candidate to the General Assembly (within 20 days of the election). 17 V.S.A. 2605 and 2606

## **DECEMBER 2022**

### **December 15 (Thursday)**

Statewide, General Assembly, and County candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1) and (2).

PACs- PACs that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/>. 17 V.S.A. 2964 (a)(1)(A)

Political Parties- Parties that have previously registered or parties that have raised or spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> . 17 V.S.A. 2964 (a)(1)(A)

**December 27 (Tuesday)**

First day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (70 days before town meeting). 17 V.S.A. 2641(a), 2645(a)(3) and (6)

**END 2022**

**JANUARY 2023**

**January 7 (Saturday)**

Clerks- Must enter voter participation from the general election by this date (within 60 days of after an election) 17 V.S.A. 2593